



Local Government Performance Assessment

Apac District

(Vote Code: 502)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	0%
Educational Performance Measures	0%
Health Performance Measures	0%
Water Performance Measures	0%
Crosscutting Minimum Conditions	0%
Education Minimum Conditions	0%
Health Minimum Conditions	0%
Water Minimum Conditions	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	Apac DLG submitted the Annual Performance Contract on 23rd July, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 2019. Therefore, the LG was compliant.	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	Apac DLG submitted the Budget that included the Procurement Plan for the FY 2019/2020 on 23rd July, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 2019. Therefore, the LG was compliant.	Yes
Reporting: submission of annual and quarterly budget performance reports			

LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)

From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:

- If LG submitted report to MoFPED in time, then it is compliant
- If LG submitted late or did not submit, then it is not compliant

Apac DLG submitted the Annual Performance Report for the previous FY 2018/2019 on 23rd August, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 2019. Therefore, the LG was compliant.

Yes

LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).

From MoFPED's official record/inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:

- If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).
- If LG submitted late or did not submit at all, then it is not compliant.

All the four Quarterly Budget Performance Reports for FY 2018/2019 were submitted to MoFPED as indicated below:

o Quarter One Report was submitted on 7th November 2018 to MoFPED

o Quarter Two Report was submitted on 15th February 2019

o Quarter Three Report was submitted on 21st June 2019

o Quarter Four Report was submitted on 23rd August 2019

Apac DLG submitted all the four quarterly reports and the fourth quarter was submitted on 23rd August 2019 a date which was within the MoFPED adjusted submission deadline of 31st August 2019. Therefore, the LG was compliant.

Yes

Audit

The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.

From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",

Check:

- If LG submitted a 'Response' (and provide details), then it is compliant
- If LG did not submit a 'response', then it is non-compliant
- If there is a response for all –LG is compliant
- If there are partial or not all issues responded to – LG is not compliant.

On the 3rd January 2019, Apac DLG through a letter Ref No: CR/252/1 (RE: Response to Internal Auditor General Report for the Year ended June 2018) responded to a letter by the PS/ST dated 19th November 2018 providing evidence of copies of acknowledgments, receipts and accountabilities as per the queries. The response was received by the Directorate of Internal Audit, MoF; MoLG Registry; Office of the Auditor General; and Accountant General's Office on the 16th January 2019.

However, on the 18th March 2019, the DLG submitted to the Clerk to Parliament letter on the responses to the audit queries emanating from the Auditor General during the audits of the financial statements for FY 2017/18. This letter was not submitted to PS/ST and after the end of February 2019 as mandated.

Issues addressed in the Internal Auditor General Report for FY 2017/18.

- Non acknowledgement of receipts of funds UGX 133,323,883- Cleared
- Revenue shortfall of UGX 443,601,596. Shortfall affected by quarantine on sell of livestock and ban on sell of forest products.
- Unaccounted for funds UGX 11,575,500- Cleared

The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.

The audit opinion for Apac DLG for the FY ended 30th June 2019 communicated by the Auditor General was qualified, therefore compliant.

No

Yes

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 		
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 		
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 		
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 		

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.

Annual statistical abstract developed and applied

Maximum 1 point on this performance measure

• Annual statistical abstract, with gender- disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

- Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

- Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.
 - o 100%: score 4
 - o 80-99%: score 2
 - o Below 80%: 0

The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY

Maximum 4 points on this Performance Measure.

- Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY

Maximum 4 points on this Performance Measure.

- Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2

Human Resource Management

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure

- Evidence that the LG has filled all HoDs positions substantively: score 3

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure

- Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2

The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure.

- Evidence that 100 % of staff submitted for recruitment have been considered: score 2

The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure.

- Evidence that 100 % of positions submitted for confirmation have been considered: score 1

The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

- Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1

Maximum 4 points on this Performance Measure.

Staff recruited and retiring access the salary and pension payroll respectively within two months

- Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3

Maximum 5 points on this Performance Measure.

Staff recruited and retiring access the salary and pension payroll respectively within two months

- Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2

Maximum 5 points on this Performance Measure.

Revenue Mobilization

The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)

- If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.

- If the increase is from 5% - 10 %: score 2.

- If the increase is less than 5 %: score 0.

Maximum 4 points on this Performance Measure.

LG has collected local revenues as per budget (collection ratio)

- If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within

Maximum 2 points on this performance measure

- +/- 10 %: then score 2. If more than +/- 10 %: Score 0.

Local revenue administration, allocation and transparency

- Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2

Maximum 4 points on this performance measure.

Local revenue administration, allocation and transparency

- Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2

Maximum 4 points on this performance measure.

Procurement and contract management

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

- Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

- Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

- Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1

The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

- a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

- For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

- For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

- For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.

Maximum 6 points on this performance measure.

The LG has certified and provided detailed project information on all investments

- Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2

Maximum 4 points on this performance measure

The LG has certified and provided detailed project information on all investments

- Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2

Maximum 4 points on this performance measure

Financial management

The LG makes monthly and up to-date bank reconciliations

- Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4

Maximum 4 points on this performance measure.

The LG made timely payment of suppliers during the previous FY

- If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.

Maximum 2 points on this performance measure

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

- Evidence that the LG has a substantive Senior Internal Auditor: 1 point.
- LG has produced all quarterly internal audit reports for the previous FY: score 2.

Maximum 6 points on this performance measure.

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

- LG has produced all quarterly internal audit reports for the previous FY: score 2.

Maximum 6 points on this performance measure.

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.

Maximum 6 points on this performance measure.

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

- Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.

Maximum 6 points on this performance measure.

The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.

- Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4

The LG has obtained an unqualified or qualified Audit opinion

Quality of Annual financial statement from previous FY:

Maximum 4 points on this performance measure

- Unqualified audit opinion: score 4
- Qualified: score 2
- Adverse/disclaimer: score 0

Governance, oversight, transparency and accountability

The LG Council meets and discusses service delivery related issues

- Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance

Maximum 2 points on this performance measure

assessment results and LG PAC reports for last FY: score 2

The LG has responded to the feedback/ complaints provided by citizens

- Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1.

Maximum 2 points on this Performance Measure

The LG has responded to the feedback/ complaints provided by citizens

- The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1

Maximum 2 points on this Performance Measure

The LG shares information with citizens (Transparency)

Evidence that the LG has published:

- The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2

Total maximum 4 points on this Performance Measure

The LG shares information with citizens (Transparency)

- Evidence that the procurement plan and awarded contracts and amounts are published: score 1.

Total maximum 4 points on this Performance Measure

The LG shares information with citizens (Transparency)

- Evidence that the LG performance assessment results and implications are published e.g. on the

Total maximum 4 points on this Performance Measure

budget website for the previous year (from budget requirements): score 1.

The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

- Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1

Maximum 2 points on this performance measure

The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

- Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.

Maximum 2 points on this performance measure

Social and environmental safeguards

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

- Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.

Maximum 4 points on this performance measure.

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

- Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability

Maximum 4 points on this performance measure.

and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

- Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1

Maximum 6 points on this performance measure

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

- Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1

Maximum 6 points on this performance measure

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

- Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1

Maximum 6 points on this performance measure

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

- Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1

Maximum 6 points on this performance measure

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

- Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1

Maximum 6 points on this performance measure

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

- Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1

Maximum 6 points on this performance measure

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 		
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 		
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 		
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 		
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 		
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 		

Monitoring and Inspection

The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.

Maximum 6 for this performance measure

Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY

- 100% school inspectors: score 3

The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.

Maximum 6 for this performance measure

Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY

- Primary school head teachers
 - o 90 - 100%: score 3
 - o 70% and 89%: score 2
 - o Below 70%: score 0

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

- Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

- Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2

The LG Education Department has effectively inspected all registered primary schools²

• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:

Maximum 12 for this performance measure

- o 100% - score 12
- o 90 to 99% - score 10
- o 80 to 89% - score 8
- o 70 to 79% - score 6
- o 60 to 69% - score 3
- o 50 to 59 % score 1
- o Below 50% score 0.

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4

Maximum 10 for this performance measure

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2

Maximum 10 for this performance measure

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

• Evidence that the inspection recommendations are followed- up: score 4.

Maximum 10 for this performance measure

The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as

• Evidence that the LG has submitted accurate/consistent data:

per formats provided by MoES

- o List of schools which are consistent with both EMIS reports and PBS: score 5

Maximum 10 for this performance measure

The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as

per formats provided by MoES

Maximum 10 for this performance measure

Evidence that the LG has submit-

ted accurate/consistent data:

- Enrolment data for all schools which is consistent with EMIS report and PBS: score 5

Governance, oversight, transparency and accountability

The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

- Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2

The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

- Evidence that the education sector committee has presented issues that require approval to Council: score 2

Primary schools in a LG have functional SMCs

Maximum 5 for this performance measure

Evidence that all primary schools have functional SMCs (estab- lished, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)

- 100% schools: score 5
- 80 to 99% schools: score 3
- Below 80 % schools: score 0

The LG has publicised all schools receiving non- wage recurrent grants

Maximum 3 for this performance measure

Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3

Procurement and contract management

The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget

• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4

Maximum 4 for this performance measure

Financial management and reporting

The LG Education department has certified and initiated payment for supplies on time

Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.

Maximum 3 for this performance measure

The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit

• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4

Maximum 4 for this performance measure

LG Education has acted on Internal Audit recommendation (if any)

• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year

Maximum 4 for this performance measure

o If sector has no audit query

score 4

o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2

o If all queries are not responded to

score 0

Social and environmental safeguards

LG Education Department has disseminated and promoted adherence to gender guidelines

• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.:

Maximum 5 points for this performance measure

Score 2

LG Education Department has disseminated and promoted adherence to gender guidelines

Maximum 5 points for this performance measure

- Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2

LG Education Department has disseminated and promoted adherence to gender guidelines

Maximum 5 points for this performance measure

- Evidence that the School Management Committee meets the guideline on gender composition: score 1

LG Education department has ensured that guide- lines on environmental management are disseminated and complied with

Maximum 3 points for this performance measure

- Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:

LG Education department has ensured that guide- lines on environmental management are disseminated and complied with

Maximum 3 points for this performance measure

- Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1

LG Education department has ensured that guide- lines on environmental management are disseminated and complied with

Maximum 3 points for this performance measure

- The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p>		
<p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 		
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>		
<p>Maximum 6 points for this performance measure</p>			
<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In- charge and ensured performance appraisals for HC III and II in- charges are conducted</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p>		
<p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 		
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 		
<p>Maximum 4 points for this performance measure</p>			
Monitoring and Supervision			

The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

- Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3

Maximum 6 for this performance measure

The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

- Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3

Maximum 6 for this performance measure

The LG Health Department has effectively provided support supervision to district health services

- Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3

Maximum 6 points for this performance measure

The LG Health Department has effectively provided support supervision to district health services

- Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:

- If 100% supervised: score 3
- 80 - 99% of the health facilities: score 2
- 60% - 79% of the health facilities: score 1
- Less than 60% of the health facilities: score 0

Maximum 6 points for this performance measure

The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up

- Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4

Maximum 10 points for this performance measure

The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up

- Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6

Maximum 10 points for this performance measure

The LG Health department has submitted accurate/ consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH

- Evidence that the LG has submitted accurate/consistent data regarding:
 - o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10

Maximum 10 for this performance measure

Governance, oversight, transparency and accountability

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

- Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2

Maximum 4 for this performance measure

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

- Evidence that the health sector committee has presented issues that require approval to Council: score 2

Maximum 4 for this performance measure

The Health Unit Management Committees and Hospital Board are operational/functioning

Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):

Maximum 6 points

- If 100% of randomly sampled facilities: score 6
- If 80-99 %: score 4
- If 70-79 %: score 2
- If less than 70%: score 0

The LG has publicised all health facilities receiving PHC non-wage recurrent grants

- Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4

Maximum 4 for this performance measure

Procurement and contract management

The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget

- Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2

Maximum 4 for this performance measure

The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget

- Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.

Maximum 4 for this performance measure

The LG Health department has certified and initiated payment for supplies on time

- Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.

Maximum 4 for this performance measure

Financial management and reporting

The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit

- Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4

Maximum 4 for this performance measure

LG Health department has acted on Internal Audit recommendation (if any)

Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year

Maximum 4 for this performance measure

- If sector has no audit query: Score 4
- If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points
- If all queries are not responded to Score 0

Social and environmental safeguards

Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.

- Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30

% women: score 2

Maximum 4 points

Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.

- Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.

Maximum 4 points

LG Health department has ensured that guidelines on environmental management are disseminated and complied with

- Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2

Maximum 4 points for this performance measure

LG Health department has ensured that guidelines on environmental management are disseminated and complied with

- The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2

Maximum 4 points for this performance measure

The LG Health department has issued guidelines on medical waste management

- Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal²: score 4.

Maximum 4 points

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 		
<p>Maximum score 10 for this performance measure</p>			
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: 		
<p>Maximum 15 points for this performance measure</p>	<p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 		
Monitoring and Supervision			
<p>The district Water department carries out monthly monitoring of project investments in the sector</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p>		
<p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 		

The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE

- Evidence that the district has submitted accurate/consistent data for the current FY: Score 5

Maximum 10 for this performance measure

The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE

- List of water facility which are consistent in both sector MIS reports and PBS: score 5

Maximum 10 for this performance measure

Procurement and contract management

The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget

Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4

Maximum 4 for this performance measure

The district has appointed Contract Manager and has effectively managed the WSS contracts

- If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2

Maximum 8 points for this performance measure

The district has appointed Contract Manager and has effectively managed the WSS contracts

- If water and sanitation facilities constructed as per design(s): score 2

Maximum 8 points for this performance measure

The district has appointed Contract Manager and has effectively managed the WSS contracts

- If contractor handed over all completed WSS facilities: score 2

Maximum 8 points for this performance measure

The district has appointed Contract Manager and has effectively managed the WSS contracts

- If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2

Maximum 8 points for this performance measure

The district Water department has certified and initiated payment for works and supplies on time

- Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

Maximum 3 for this performance measure

Financial management and reporting

The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit

- Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5

Maximum 5 for this performance measure

The District Water Department has acted on Internal Audit recommendation (if any)

- Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year

o If sector has no audit query score 5

Maximum 5 for this performance measure

o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3

If queries are not responded to score 0

Governance, oversight, transparency and accountability

The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council

- Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3

Maximum 6 for this performance measure

The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council

- Evidence that the water sector committee has presented issues that require approval to Council: score 3

Maximum 6 for this performance measure

The district Water department has shared information widely to the public to enhance transparency

- The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.

Maximum 6 points for this performance measure

The district Water department has shared information widely to the public to enhance transparency

- All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2

Maximum 6 points for this performance measure

The district Water department has shared information widely to the public to enhance transparency

- Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2

Maximum 6 points for this performance measure

Participation of communities in WSS programmes

- If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1

Maximum 3 points for this performance measure

Participation of communities in WSS programmes

- Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2

Maximum 3 points for this performance measure

Note: One of parameters above is sufficient for the score.

Social and environmental safeguards

The LG Water department has devised strategies for environmental conservation and management

- Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2

Maximum 4 points for this performance measure

The LG Water department has devised strategies for environmental conservation and management

- Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1

Maximum 4 points for this performance measure

The LG Water department has devised strategies for environmental conservation and management

- Evidence that construction and supervision contracts have clause on environmental protection: score 1

Maximum 4 points for this performance measure

The district Water department has promoted gender equity in WSC composition.

- If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3

Maximum 3 points for this performance measure

Gender and special needs-sensitive sanitation facilities in public places/

- If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3

RGCs provided by the Water Department.

Maximum 3 points for this performance measure